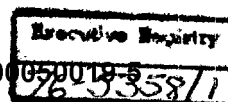


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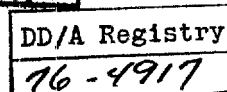
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30 SEP 1976

MEMORANDUM FOR: ✓ Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Office of Legislative Counsel
Office of General Counsel
Office of Inspector General

SUBJECT : Agency Contingency Reserve - Office of Record

1. In the course of the recent review of the past use of the Agency's Contingency Reserve, one important observation by the House Appropriations Survey and Investigation Staff was that no single, central office appeared to have the responsibility for being the office of record for all required documentation pertinent to any Contingency Reserve release request. It was particularly difficult to recreate the file of documents in any single case essential to establish a complete audit trail of approval and execution. To remedy this deficiency, I am establishing the Office of the Comptroller as the office of record for Agency Contingency Reserve releases.

2. Effective immediately, as part of the procedures for requesting a Reserve release, the addressees will be required to forward either the original or copies, as indicated below, of the following documents to the Office of the Comptroller for retention by that Office:

A. A copy of the Operations Advisory Group (OAG) proposal on covert actions or other documents containing the substance of the proposal on other matters, including detailed fiscal data on which the Reserve release request is being based;

B. Evidence of DCI approval;

C. A copy of the OAG minutes defining and providing the approval;

D. A copy of the existing Presidential Finding or one which has been specifically issued which encompasses the covert action for which the Reserve release is being requested;

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Classified by 014359
Exempt from general
declassification schedule of E.O. 11652
exemption schedule 5B (1), (2), (3)
Automatically declassified on
Date Impossible to Determine

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E. A copy of the Reserve release request to OMB;

F. Copies of the letters sent to the Congressional Oversight Committees informing them of the request for a Reserve release;

G. If oral briefings of Congress are involved, a chronology of these to permit locating transcripts as necessary;

H. Signed copies of any legal opinions rendered specifically for a particular Reserve release;

I. Copies of any documents which modify, amend, add to or subtract from the original OAG, Presidential or Congressional approval of the original proposal and request on which the Reserve release requests are based;

J. Copies of Headquarters cables transmitting to the field the specifics of OAG actions on which Reserve release requests are based;

K. Copies of Agency and OAG documents communicating the termination request for and approval of termination of an action or program for which a Reserve release was obtained; and

L. A final audit report of the disposition of funds related to the specific Reserve release.

3. If any of the offices involved believe that one or more of the documents referred to above are of such sensitivity that the original or copies cannot be provided for record purposes to the Office of the Comptroller, such exceptions will require my approval. If exceptions are granted, the Comptroller must be advised in writing of where the file of the excepted document can be located.

25X1A


E. H. Knoche

Deputy Director of Central Intelligence

cc: Office of the Comptroller

Added distribution: (AI/DDA)

1 - D/Finance ; 3 51 TH JE

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<p style="font-size: 1.2em;">Like Paul's dog I</p> <p style="font-size: 1.2em;">Respond quickly to key words.</p> <p style="font-size: 1.2em;">"Office of Record" immediately</p> <p style="font-size: 1.2em;">turns up a version of Newhouse!</p>			
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